**Youth Volunteer Position Description**

**Position Title:** Youth Materials Collection Shelf Maintenance Volunteer  

**Purpose:** To maintain orderly appearance of shelves and correct order of library materials on shelves.

**Responsibilities:** Shifting and straightening materials on library shelves. Reviewing order of materials on shelves by material type, collection, alphabetical order and/or Dewey Decimal order.

Dusting and/or cleaning of the shelves.

Retrieval of materials either damaged or significantly out of order, to be given to the Youth Services Librarian or Children’s Assistant.

**Reports to:** Youth Services Librarian

**Length of Appointment:** This volunteer position is ongoing or for a period of time depending on the individual.

**Time Commitment:** The Youth Materials Collection Shelf Maintenance Volunteer position requires 1 - 3 hours per week.

**Qualifications:** Completed Youth Employment Certificate as required by the NH Department of Labor.

Ability to sort materials alphabetically and/or numerically by Dewey Decimal System.

**Training Provided:** Orientation session for library.

Overview of Dewey Decimal order

Review of youth library collections.